

January 28, 2026



WORKPLACE HOW TO: BE A GOOD TEAMMATE

What is a team player?

Teamwork is an important part of maintaining a successful workflow in many workplaces. For most teams, collaborating and coordinating with others is a necessary part of completing assigned tasks. Knowing how you can help your team accomplish goals efficiently can make you a valuable asset to both coworkers and your employer.

A team player is someone who prioritizes the goals of the team rather than just their interests. Team players often believe the best way to achieve personal success is to help their entire team succeed. For example, a strong team player might volunteer to work late to help their coworkers achieve a goal. They're often loyal, flexible and reliable professionals who prioritize their peers and the group over themselves, meaning they're willing to make personal sacrifices if it leads to a better outcome for everyone.

Benefits of being a team player

Other than improving a team's productivity and influencing more positive results, being a team player can have many personal and professional benefits, including:

- **Increase innovation:** Engaging with your peers and encouraging them to share their ideas about projects or processes can help you discover new, more efficient ways to do things. This can help you innovate your workflow and allow you to reach your goals more easily.
- **Encourage personal growth:** Actively trying to exhibit the qualities of a team player can let you improve on your weaknesses and become a more well-rounded, skilled professional.
- **Create new career options:** Being a team player often includes assuming leadership responsibilities and viewing projects from management's perspective. This can help you improve your qualifications and allow you to advance in your career.
- **Reduce burnout:** Encouraging teamwork and optimism can help create a more positive workplace and lead to higher professional satisfaction among you and your peers. This can help you avoid burnout and be engaged more consistently at work.

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What is a Teammate

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6 qualities of a team player

1. Good listener

A team player listens intentionally. Good listeners always pay attention to their team members' ideas and suggestions. If you're willing to listen to a teammate while working toward a common goal, you may discover they have important insights. Individuals frequently have different perspectives when solving problems and making decisions, so getting input from each team member can be valuable. Team players willing to listen can help the team become more cohesive and effective.

Example: *Kwame notices Casey seems irritated during a morning meeting. He seeks her out afterward and learns she has several suggestions for improving the workflow in the office. Her ideas differ from anything the team has tried before, but Kwame listens carefully before making a judgment because he realizes Casey's unique perspective could benefit the office.*

2. Adaptable

Team players can fill whatever role they can to help. Team players aren't stubborn or selfish in assigning roles because they know focusing on themselves can decrease teamwork and lead to worse results. They also realize they might get the particular task they prefer, but they continue to do their best, no matter the situation. Even if they start a project with one responsibility, and the team lead asks them to shift their focus to another role, they embrace the opportunity and continue to work hard.

Example: *Elvira prefers to take a leadership role when discussing financial decisions because she has the most experience. However, when her manager asks her to allow a teammate to take charge of the new month's budget, she agrees to take a step back and assumes her new role as a support for her coworker.*

3. Aware of others

A team player often knows how other team members might contribute to a project. They know their team well enough to know which tasks might suit which of their coworkers. A team player is also willing to admit when someone else might complete a task more efficiently than they can. While they don't give their work to someone else, they're willing to ask for help from someone they know has more experience or a more specific set of skills.

Example: *Brian's adapting to the company's new graphic design software. When his design team is told to create a detailed graphic using the new technology, he asks a junior employee to join him on the project. He knows the newer employee likely will receive more commendation for a good result than he will, but he values the project's success over his desire for recognition.*

6 qualities of a team player



4. Reliable

A team player typically understands their behavior can affect the entire team. Because of this, they're careful to always complete their share of the work efficiently and promptly. They may try to finish their tasks on time to improve the entire team's productivity. A team player tries to fulfill their obligations and is careful to follow through on any promises. They also often take pride in being someone others can count on.

Example: *Iman has a great reputation in the newspaper office where she prioritizes being someone her coworkers can trust. She always sees her tasks through to the end and contributes to team projects. Iman always turns her articles in on time, so her editors can finish their edits before office hours end. She's also careful to be on time for every meeting because she knows being late may slow the entire team's productivity. If her supervisor has a task that needs to be done well, she knows she can rely on Iman to do it well.*

5. Responsible

When team players work as a part of a team, they often try to take full responsibility for their share of the workload. Instead of attempting to pass some of their tasks off to a coworker, team players work hard to ensure they're consistently completing their duties in the workplace. Employers depend on employees to be trustworthy when fulfilling their share of the workload, and these professionals often make being trustworthy a priority and attempt to complete their assignments on time. They know taking responsibility for their share can benefit the entire team.

Example: *Ellie's new job is in the customer service department of a travel agency. She spends her days taking calls from clients and prospective customers. She falls behind on her required call quota when she comes into work late after a busy weekend. She knows she could make up an excuse for underperforming or ask one of her coworkers to take some of her clients, but she speaks to her supervisor instead. After she takes full responsibility for being late, her supervisor is happy to help Ellie change her schedule and make up for the lost hours.*

6. Outgoing

A team player often aims to help other team members, using their outgoing personalities to build trust with their peers. They volunteer to contribute their skills or expertise whenever it might benefit the team and take the initiative. These professionals enjoy asking people about their work and whether they could use help, and they then volunteer to help with difficult tasks.

Example: *Terry has a lot of practical experience with social media platforms. When he sees a team member struggling to create a company account on a newly released platform, he immediately offers to help. He knows sharing his expertise might help his coworker finish the assignment quickly and move on to other tasks, thus improving the entire team's productivity.*



10 traits team players commonly have

Open-minded: Being willing to understand new perspectives and admit when you're wrong can benefit the entire team and ensure there are no disagreements.

Active problem solver: Taking the initiative to troubleshoot any issues the team faces and being proactive about solving them can help reduce workflow delays and ensure the team meets its goals.

Positive: Keeping a positive outlook at work can influence others to do the same. This can make the workplace more enjoyable for everyone and improve collaboration.

Accountable: Taking responsibility for any mistakes you make and helping to fix them can help others on the team trust you more because it shows them you're committed to the overall mission.

Professional: Dressing, speaking and acting professionally can help encourage more positive, appropriate work behaviors, and it may make your supervisors and peers more willing to rely on you in a team.

Enjoy learning: Continuing to learn new skills or processes that you can share with your team can help everyone improve their work and complete it more efficiently.

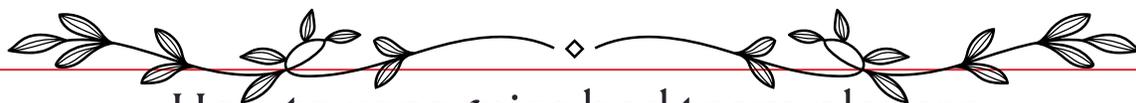
Motivated: Remaining motivated and persuading others to do the same often benefits the team. It can improve accountability for everyone and help maintain productivity.

Empathetic: Understanding when other team members are experiencing an issue and responding respectfully and appropriately can make them respect you more and realize you're more focused on the team than yourself.

Resourceful: Effective team players can maximize their resources and contribute to teams effectively without relying on additional help or taking resources away from someone else.

Direct: Being a team player sometimes means telling other team members something they don't want to hear. Being direct, honest and professional with them may make them more understanding and willing to accept your feedback.





How to recognize bad team players

There are plenty of difficult employees to go around. You will invariably have to work with one at some point in your career. Bad teammates hurt team morale, cause resentment among group members, and overall sabotage the efficiency of the team.

Here's how to recognize a bad teammate — and make sure you don't become one:

1. They could not care less

It feels impossible to motivate them. They don't participate in team discussions, they're inattentive, and they do the bare minimum to get through the day. They also produce poor-quality work.

2. Responsibility means nothing to them

They complain rather than propose solutions. They prefer to point fingers instead of sharing responsibility for a problem. If the entire group makes a mistake, poor teammates deny that they had anything to do with it.

3. It's their way or the highway

They're allergic to constructive criticism. They steamroll over other people's ideas. They reject the possibility that others might have something to contribute.

4. Arrogance is their bliss

Bad colleagues dismiss other people's ideas and double down on their point of view, even if they're wrong. Their stubbornness brings the entire team down.

5. Jealousy comes naturally to them

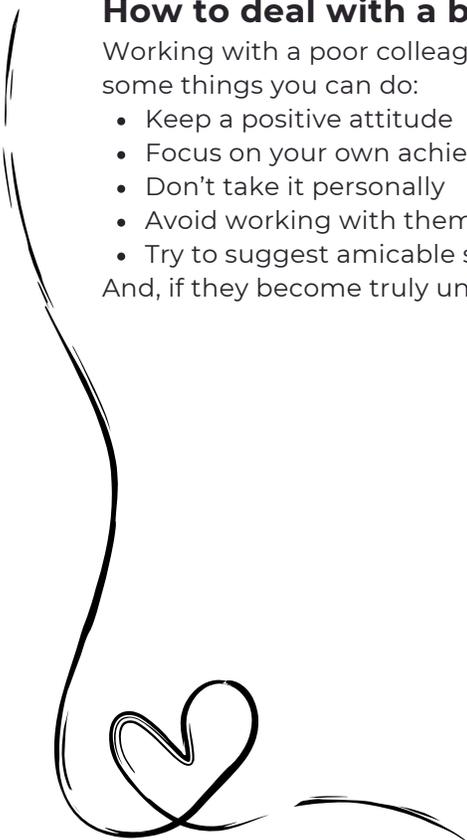
Difficult coworkers are jealous when a colleague receives praise. They want to be the center of attention, even if that means bringing others down. They'll be passive-aggressive toward that person and may even claim that person's achievements as their own.

How to deal with a bad teammate

Working with a poor colleague can create a negative team environment. Thankfully, there are some things you can do:

- Keep a positive attitude
- Focus on your own achievements, as well as your teammates'
- Don't take it personally
- Avoid working with them if you can
- Try to suggest amicable solutions to conflicts that arise

And, if they become truly unbearable, you can report them to your manager.



EVENTS

EVENTS

Exciting opportunities are just around the corner! Keep an eye out for our upcoming events designed to help you enhance both your personal and professional growth.

Whether you're looking to sharpen your skills, expand your network, or gain valuable insights from industry experts, our lineup has something for everyone. From workshops and seminars to webinars and networking mixers, you'll find a wealth of resources and connections waiting to elevate your career. Mark your calendars and prepare to invest in your future—these events are not to be missed!

February 2026

Career Workshops

West Burlington | Room 206B

Thurs, Feb 12 | Cover Letter Workshop | 10-10:30am

Keokuk | Room 311

Fri, Feb 13 | Interviewing Skills Workshop | 10-10:30am

Fri, Feb 27 | Resume Workshop | 10-10:30am

Career Center Hours

West Burlington | Room 206B

Monday and Thursday's: 8:30am-11:30am

Tuesday and Wednesday's: 12pm-3pm

Keokuk | Room 311

Friday's: 9am-2pm



GET CONNECTED GET HIRED

Handshake is your gateway to career success! This platform democratizes access to opportunities, making it the best place to start or accelerate your career—no connections, experience, or luck required.

For SCC students, Handshake offer resume reviews, job applications, and networking with top employers. Whether you're seeking opportunities in Iowa or nationwide, Handshake has you covered. Join today and take confident steps towards your dream job!



Handshake



Need a job or internship?



Sign up for Handshake



Apply for jobs on Handshake

Director of CTE Career Services
Rachel Boyd
319-208-5092
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EVALUATING SCHOOL OPTIONS? → TRIO



The TRIO Program offers a supportive environment to empower underrepresented students to take on education beyond high school and achieve academic success at the college level.

TRIO federal programs serve and assist low-income individuals, first generation college students, and individuals with disabilities to go through the academic pipeline from middle school to post-baccalaureate programs.

One step to success in college is to make a connection and feel part of a community. TRIO Student Support Services (TRIO SSS) provides support and services to help hundreds of SCC students achieve and complete their degree at SCC and transfer to a 4-year college or university to complete a bachelor's degree.

Southeastern Community College TRIO SSS is a \$380,984.00 federally funded 2022-2023 grant from the U.S. Department of Education.

West Burlington Campus

Room 213
(319) 208-5159
triosss@sccowa.edu

Keokuk Campus

Room 101
(319) 313-1998



Eligibility Requirements

Are you...

- A United States citizen or permanent resident?
- A first generation college student (neither parent has a Bachelor's degree?)
- You meet federal income guidelines (PELL eligible)?
- You work with the Accessibility Center on campus?
- Enrolled in credit classes?
- Planning to transfer to another college after SCC to get your Bachelor's degree?
- Looking for ways to make the most out of college?

TRIO
STUDENT SUPPORT SERVICES

MORE INFO

ALERT!

We're here for you!

Work with an advisor in a one-on-one setting and get to know them on a first name basis.

We help you do your best

Set specific and measurable academic goals designed with just you in mind. TRIO SSS offers you opportunities to develop and build leadership skills so you grow both academically and outside of college.

We help you figure out college

Get help with financial aid forms and applications to colleges. Meet and build relationships with other students through TRIO SSS activities. These fellow students who are pursuing their college and career dreams just like you!

Our students get better grades, they transfer, and they graduate!

TRIO SSS students get better grades, are more likely to achieve their educational goals, and graduate with their BA than similar students who aren't in the program.

What do we do?

- New Student Online Orientation
- Tutoring Resources
- Academic Advising and Priority Registration
- Leadership Skill Building
- Career Exploration and Planning
- Success Workshops
- College Visits & Transfer Advising
- Test-Taking & Study Skills Help
- First-Generation College Support
- TRIO SSS only Computer lab
- Financial Aid & Scholarship Assistance
- TRIO SSS Grant Aid

Typical campus visits:

- Buena Vista University
- Culver-Stockton College
- Iowa State University
- Mt. Mercy College
- University of Iowa
- University of Northern Iowa
- Western Illinois University



Leadership activities:

- Team Building Events
- Iowa TRIO Student Leadership Conference
- Iowa TRIO Day at the Capitol
- Campus & Community Volunteer Events



Mentoring Month: 8 Steps to Be a Great Mentee

We often talk about finding the right mentor, but what about being the right mentee? Being mentored is a privilege, but it's also a responsibility. A mentor offers time, wisdom, and guidance, but to make the most of it, you must show up with curiosity, commitment, and respect.

Here are 8 simple, powerful ways to become a great mentee, whether you're a student, young professional, or someone just beginning a new chapter.

1. Define Your Goals

Before your first meeting, ask yourself: What do I want to learn? Maybe it's leadership, building confidence, or industry knowledge. Clear goals help both you and your mentor stay focused.

2. Prepare Smart Questions

Don't show up empty-handed. Think of questions that matter to your growth. Instead of asking "How do I succeed?", ask: "What habits helped you grow early in your career?"

3. Take Initiative

Your mentor is likely busy, so take the lead. Send polite messages to set up meetings, follow up with summaries, and suggest topics you'd like to explore.

4. Listen Actively

When your mentor speaks, be fully present. That means listening without interrupting, asking thoughtful follow-up questions, and reflecting on their stories.

5. Welcome Feedback

Great mentees don't get defensive. They see feedback as a mirror, not a spotlight. Accept it with grace, and ask, "How can I apply this advice?"

6. Keep a Mentorship Journal

Write down lessons, quotes, next steps, whatever stands out to you. These notes will become a personal guidebook you can return to again and again.

7. Show Gratitude

Say thank you. It can be a short message, a shout-out, or even sharing how their advice helped you. Kindness strengthens the bond between you and your mentor.

8. Reflect and Adapt

Take time regularly to review your progress. Are you growing? What do you need more help with? Let your mentor know, this keeps the relationship honest and helpful.

Being a great mentee means being active in your own development. Show up with intention, listen deeply, and take action. A good mentor can open doors, but it's up to you to walk through them.



Editor's Corner

The beginning of the year is filled with a variety of unique and entertaining observances.

From January 29 to February 3, we see a delightful blend of national and international celebrations. For instance, January 29 marks National Carnation Day and National Corn Chip Day, offering a mix of floral appreciation and snack indulgence.

As we move to January 30, you can enjoy a buttery croissant or draw a dinosaur, perhaps even finding an escape or having fun at work. By January 31, creativity takes center stage with Inspire Your Heart with Art Day, while International Zebra Day and National Hot Chocolate Day add a dash of whimsy and warmth.

February 1 kicks off with Change Your Password Day, an important reminder for digital security, and the beginning of Black History Month, honoring the significant contributions of African Americans. This day also features a diverse array of celebrations from National Baked Alaska Day to World Hijab Day, fostering cultural understanding and appreciation.

February 2 brings us Candlemas Day and the quirky Groundhog Day, alongside National Crepe Day and National Hedgehog Day. Finally, February 3 offers a nod to National Women Physicians Day and celebrates various joys from National Carrot Cake Day to Doggy Date Night, ensuring a festive spirit for everyone.



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If you have questions or complaints related to compliance with this policy, please contact the Director of Human Resources (employment concerns) at 319-208-5063 or the Dean of Students (student concerns) at 319-208-5101 (student concerns) at 319-208-5049, 1500 West Agency Road, West Burlington, Iowa 52655, equity@scciowa.edu or the Director of the Office for Civil Rights U.S. Department of Education, Cesar E. Chavez Memorial Building, 1244 Speer Boulevard, Suite 310, Denver, CO 80204-3582, Telephone: (303) 844-5695 Facsimile: (303) 844-4303, TDD 800-877-8339 Email: OCR.Denver@ed.gov.

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